



ZION UNITED CHURCH

To love and serve God, our neighbours and the world.

Box 370, Armstrong, BC V0E 1B0

250-546-9384 zionunitedchurchinfo@gmail.com

Love People, Community & Keeping Things Organised?

Join Our Church Family as a Part-Time Church Office Assistant!

Are you organised, approachable and enjoy helping people? Our vibrant, growing rural church is looking for a friendly and reliable **Church Office Assistant** to help keep our church life running smoothly.

This is a wonderful opportunity for someone who enjoys being part of a welcoming community and wants to make a meaningful contribution behind the scenes.

What you'll be doing:

- Preparing for weekly church services and helping ensure everything is ready.
- Taking care of general office duties and day-to-day administration.
- Providing administrative support to our minister.
- Helping the church stay organised, connected and welcoming.

About the role:

- Up to 10 hours per week.
- Typically, Wednesdays and Fridays.

If you're looking for a rewarding part-time role where your skills can make a real difference, **we'd love to hear from you!**

Please email: ministryandpersonnel@armstrongunited.ca for a job description and/or more information